

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Outlet Lead Clerk – Grand Mesa Visitor Center

Reports To: Retail Outlets Manager, Mary Malvern

Department: Retail

Position Type: Non-Exempt – 2025 Seasonal, approximately May to September – Hours Variable up to 40 hours per week

Compensation and Benefits: \$23.00/hr. - \$24.00/hr.

- No benefits plan is available.
- Sick time is accrued at the rate of 1 hour for every 30 hours worked.

JOB DESCRIPTION

This position is responsible for operating the retail sales store managed by the Rocky Mountain Conservancy and providing information to the public that visits the Grand Mesa Visitor Center.

Essential Duties/Responsibilities

1. Conducts retail transactions in an accurate, efficient and friendly manner in accordance with policies and procedures.
2. Handles sales of merchandise using cash register and credit card machine.
3. Conducts cash and credit transactions.
4. Remits proceed as needed. Sending monthly remit reports to RMC accountants.
5. Restocking merchandise from basement.
6. Maintains a clean and inviting retail sales area.
7. Answers questions and provides information to the public about programs, activities, and products.
8. Banking responsibilities as deposits and change for VC from the Cedaredge bank.

Other Duties/Responsibilities

1. Assists Grand Mesa Visitor Center guests by answering questions and distributing approved printed information.
2. Maintaining Daily Log for the Forest Service and report to the Ranger District in Grand Junction
3. Provide updated weather report.
4. Daily cleaning and supplying the restrooms
5. Selling firewood permits and National Park passes
6. Other duties as needed.

JOB QUALIFICATIONS

Knowledge, Skill and Ability

This position requires the ability to effectively manage the assets of the retail location including proceeds of retail transactions, cash change reserves, and the merchandise and equipment used in the retail operation.

1. Ability and desire to consistently provide customer and visitor service.
2. Proven ability to work well with others and maintain a positive work environment required.
3. Knowledge in the fields of local natural and cultural history is desirable.
4. Knowledge of public land-managing agency policies, procedures and communication methods is desirable.
5. Experience with cash register and credit card machine for retail sales preferred.

Education or Formal Training

1. High-school diploma or GED required.

Experience

1. Cash-handling experience required.
2. Customer service experience required.
3. Experience in marketing or sales is desirable.

Material and Equipment Directly Used

The position requires the use of cash register and credit card machine, FAX machine, copier, telephone and asset control equipment such as the safe and alarm system.

Working Environment/Physical Activities

A significant amount of interaction with park visitors of all ages required. May be directed, when necessary, to assist in the operation of the visitor center in case of emergency. Some weekend, Holiday and evening hours may be required, as well as off-site engagements at times. Facility management tasks include cleaning restrooms, light cleaning of store, organizing and maintaining merchandise in an appealing manner. Standing for up to 8 hours and lifting up to 50 lbs.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.